

# **HUMAN RESOURCES OFFICE**

## **ATSUGI SATELLITE OFFICE**

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### **DIEGO GARCIA VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: DG-014-2021**

**TITLE/SERIES/GRADE: CIVIL ENGINEER, OG-0810-11**

**SALARY: OG-11: \$24,738.00 - \$38,129.00 PER ANNUM**

**OPENING DATE: 04 NOV 2021**

**CLOSING DATE: 18 NOV 2021**

**LOCATION: Project Management and Engineering (PME) Branch, Facilities Engineering and Acquisition Division (FEAD), Public Works Department (PWD) Diego Garcia, Naval Facilities Engineering Command (NAVFAC) Far East, Japan**

**AREA OF CONSIDERATION: All eligible candidates on and off island**

**RPA NUMBER (HRO USE ONLY): 065514**

**NOTES:**

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-11.
4. Full performance level of this position is OG-11, which is equivalent to GS-11.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

**DUTIES:** Serves as a Construction Manager providing construction and engineering management, field contract administration, and supervision of inspection on construction contracts. The incumbent reports directly to the Project Management and Engineering Branch (PMEB) Director. Acts as the Contracting Officer's Authorized Representative (COTR) for managing and administering small and simple to large and complex construction contracts or projects. Prepares and/or coordinates design drawings, sketches and/or work directives. Prepares documentation and the Government Estimate for proposed changes to the contract. Assists the Contracting Officer or senior engineer in preparing request for proposal; reviews and analyses contractor's proposal for modifications/deviations, including Value Engineering modifications; assists in preparing for and conducting negotiations for modifications to the contract, and in preparing pre- and post-negotiation records. Reviews and approves field adjustments to the contract not requiring changes in contract amount or extensions in time. Coordinates construction operations between contractor and activity, station or client, utility companies, and with on-island activities on locating or relocating facilities. Inspects the work in progress and takes timely actions to correct deficiencies. Prepares and issues non-compliance notices as necessary. Develops quality assurance plans for assigned projects. Conducts preconstruction conference with the contractor. Reviews and approves contractor schedules, plans and administrative requests. Reviews and forwards for approval contractor's schedule of prices. Reviews, approves (if appropriate), or forwards contractor technical submittals to the project design engineer. Reviews and endorses contractor payment invoices. Enforces safety and health requirements, and documents all safety and health deficiencies. Participates in turnover of the completed facility to the activity

(owner). Prepares contractor and Architect-Engineer (A-E) performance evaluations. Participates in design conference with design engineers. Performs constructability reviews on completed design packages to ensure compliance with applicable building codes, good construction practices and contract requirements. Investigates, reports and recommends: on situations in controversy which either have or are expected to lead to formal claim by the contractor, on situations which emerge due to a design deficiency and where errors and omissions by the A-E are a factor, and on situations of alleged labor law violations. Prepares command interest reports and reviews and submits construction photographs. Conducts field tours for dignitaries and senior personnel.

**QUALIFICATION REQUIREMENTS:** In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Applicants must meet the following qualifications requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual:

**(A) Degree: Engineering.** To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by Accreditation Board for Engineering and Technology (ABET); or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

**FOREIGN EDUCATION MUST BE EVALUATED FOR U.S. EQUIVALENCY IN ORDER TO BE CONSIDERED FOR THIS POSITION. PLEASE SUBMIT YOUR FOREIGN EDUCATION EVALUATION WITH YOUR APPLICATION.**

**TRANSCRIPTS MUST BE SUBMITTED AT THE TIME OF APPLICATION.**

**OR**

**(B) Combination of Education/Experience** - college level education/experience that furnished (1) knowledge of physical/mathematical science underlying professional engineering & (2) understanding (theoretical/practical) of engineering sciences/techniques & applications to a branch of engineering. This must be demonstrated by: (1) Professional Engineer Registration or (2) Written test or (3) Specific Academic Courses - 60 semester hours in physical, mathematical, & engineering sciences or (4) Related Curriculum - Completion of bachelor's degree in engineering technology/professional field provided applicant has 1 year of professional engineering experience under professional engineering supervision/guidance.

1. *Professional registration or licensure* -- Current registration as an Engineer Intern (EI), Engineer in Training (EIT)<sup>1</sup>, or licensure as a Professional Engineer (PE) by any State, the District of Columbia, Guam, Puerto Rico, or the Philippines. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.

2. *Written Test* -- Evidence of having successfully passed the Fundamentals of Engineering (FE) examination or any other written test required for professional registration by an engineering licensure board in the various States, the District of Columbia, Guam, Puerto Rico, and the Philippines.

3. *Specified academic courses* -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and that included the courses specified in the basic requirements under paragraph A. The courses must be fully acceptable toward meeting the requirements of an engineering program as described in paragraph A.

4. *Related curriculum* -- Successful completion of a curriculum leading to a bachelor's degree in an appropriate scientific field, e.g., engineering technology, physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a bachelor's degree in engineering, provided

the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

**Note:** An applicant who meets the basic requirements as specified in A or B above, except as noted under B.1., may qualify for positions in any branch of engineering unless selective factors indicate otherwise.

If qualifying using education to meet all or part of the education requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's [General Policies](#) for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

For more information on qualifications, see the Office of Personnel Management (OPM) General Schedule (GS) Qualification Standards (<http://www.opm.gov/qualifications/>), individual occupational requirements for professional engineering positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf>), and for GS positions Group Coverage Qualifications Standards for Professional and Scientific Positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF>).

**IN ADDITION to meeting the basic qualifications requirements listed above,** the applicant **MUST** have at least 1 full year of specialized professional engineering experience. This experience is related to the work of the position and equivalent to at least the OG-11 (equivalent to GS-11 level) in the Federal Service or Private Sector.

**SPECIALIZED EXPERIENCE** is defined as experience that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**TIME-IN-GRADE REQUIREMENTS (TIG):** A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within OG-05 to OG-12, inclusive.

#### **OTHER WORK REQUIREMENTS:**

- a. This position requires the employee occasionally travel away from the normal duty station to include CONUS or OCONUS.
- b. The employee must be willing and be able to travel on military and commercial aircraft.
- c. Perform other duties of a staff or technical nature as assigned.

#### **SPECIAL APPLICANT REQUIREMENTS:**

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS.
2. MUST ADDRESS KSAs
3. SELECTEE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A PRE-APPOINTMENT PHYSICAL EXAMINATION PRIOR TO ENTRANCE ON DUTY

## EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs) :

1. Knowledge of concepts, principles and practices of civil engineering and construction management applicable to the full range of field and office engineering duties concerned with construction of civil, military and industrial structures and facilities, gained from accredited professional engineering education and several years of monitoring and controlling large scale construction contracts.
2. Knowledge of related engineering fields including architectural, structural, mechanical, electrical, and fire protection, gained from accredited professional engineering education.
3. Knowledge of construction management and field construction contract administration procedure and regulations, including network analysis scheduling (NAS) to ensure compliance with approved contract specification.
4. Knowledge of construction inspection practices and procedures. Ability to monitor the construction to ensure compliance with the contract plans and specifications.
5. Knowledge of field construction contract administration procedures, contract modification procedures including preparation contract modification estimate and technical analysis aspect of a proposal.
6. Knowledge of construction trades, workmanship standards and building codes.
7. Knowledge of Primavera, AutoCAD or similar drafting/drawing software and ability to use standard office software for spreadsheets, presentation, word processing, etc.
8. Knowledge of construction safety and environmental requirements and practices.
9. Ability to communicate effectively with engineering personnel, officials, professionals, and managers of agencies and organizations in order to clearly convey instructions, interpretations and decisions.

**INQUIRIES REGARDING THIS VACANCY:** Call HRO Diego Garcia Support Office, DSN: 370-4140.

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**VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS TO APPLY:** Resumes must be received via email at Human Resources Office, [HROAtsugi@fe.navy.mil](mailto:HROAtsugi@fe.navy.mil) or [Ghia.Canave.RP@fe.navy.mil](mailto:Ghia.Canave.RP@fe.navy.mil) by the closing date of the announcement. Applicants will receive email confirmation that documents were received. Please consider file size limitations when emailing. Recommend applicants list all the documents that are included in their application. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested. It is the applicant's responsibility to make a copy of the application attachments for future use AND the documents are formatted properly (Word document or PDF). Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date of the announcement. Failure to submit required information or to meet the closing may result in a loss of consideration for the position for which you are applying.

## FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
  - Announcement number, title and grade of the job for which you are applying.
  - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held\*); proof of reinstatement

eligibility, if applicable.

- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.

4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

### **QUALIFICATION REQUIREMENTS:**

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

**Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

**EDUCATION:** All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

**EVALUATION METHOD:** Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

### **OTHER PERTINENT INFORMATION:**

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.